

US Department of Education Student Financial Assistance (SFA) Modernization Partner Program DRAFT Procurement Plan

Overview

The Procurement Plan outlines the key responsibilities and milestones associated with the timely delivery and acceptance of future task orders required to achieve the goals and objectives of the Modernization Program. It will be aligned to the “End State Vision” and the integrated Modernization Sequencing Plan (currently under development). The Procurement Plan represents a six month period and will be updated on a monthly basis, once it has been baselined.

The Procurement Plan is being developed in conjunction with the business channels, the Contracting Officer Technical Representative (COTR) and the Contracting Officer (CO), and the Modernization Partner Program Management Office (PMO). The primary objective of the plan is to define an efficient process and communicate the structure and milestones required to identify, develop and award task orders. The expected outcomes of developing and managing against this process and plan are:

- a minimal number of revisions as a result of scope changes due to clearly documented Statement of Objectives;
- adherence to the timeframes required for timely delivery and approval of future task orders; and
- assurance of uninterrupted work activity required for the Modernization Program to achieve its goals and objectives.

Key Responsibilities

The Procurement Plan can only be developed in conjunction with the Key Stakeholders of SFA (COO, CIO, CFO and the General Managers), COTR, CO, and the Modernization Partner. It will require that each party have the following responsibilities in order to comply to the milestones documented in the plan.

Key Stakeholders of SFA (COO, CIO, CFO, and the General Managers) – will be responsible for the development of the Statement of Objectives (SO), which will define the objectives, scope, outcomes, and timeframe of the work to be performed, the key assumptions, the funding source, and the sponsor. The Key Stakeholder or sponsor will submit the SO to the COTR and the CO for review and approval. The Key Stakeholder or sponsor also will be responsible for the timely review and acceptance of the task order proposal submitted by the Modernization Partner, as documented by the Procurement Plan.

COTR and CO – will be responsible for the timely review and approval of the SO from the Key Stakeholder or sponsor. This approval reflects that the work is within the intended scope of the Modernization Partner contract and that there is appropriate

funding allocated for the work. Upon approval, the COTR and the CO will submit the SO to the Modernization Partner as a request for task order proposal, and they will provide the timeframe in which the task order proposal will be required. Upon receipt of the task order proposal, the COTR and the CO will review the proposal, forward it to the appropriate Key Stakeholder or sponsor for their review, and will award the task order, as appropriate, within the timeframe documented in the Procurement Plan.

Modernization Partner – will be responsible for the timely delivery of the task order proposal to the COTR and CO as documented in this plan. Upon request, the Modernization Partner may also assist the Key Stakeholder or sponsor in the development of the SO.

Key Milestones

The Procurement Plan (see Attachment A) represents the future Modernization Partner initiatives that are known to-date and documented in the Sequencing Plan of the Modernization Blueprint. The initiatives are identified by channel and include the key procurement milestones as follows:

Milestone	Description
SO Delivered	Statement of Objective (SO) developed by Key Stakeholder/sponsor and submitted with funding information to COTR and CO
SO Approved	SO reviewed and approved by COTR or CO and forwarded to Modernization Partner within 2 business days from receipt of an acceptable SO
TOP Submitted	Task Order Proposal completed by Modernization Partner and submitted to COTR and CO within 10 business days from receipt of SO
TOP Reviewed	Task Order Proposal reviewed by appropriate Stakeholders/sponsor and comments are provided to COTR within 7 business days
TO Awarded	Task Order awarded by CO with business 10 business days from receipt of an acceptable Task Order Proposal*

* An acceptable Task Order Proposal includes the comments provided by the appropriate Key Stakeholders or sponsor. The Modernization Partner will have up to 5 business days to apply these comments and resubmit the Task Order Proposal to the COTR and CO.

Key Dependencies and Metrics

The milestone dates must be achieved as the plan dictates. If a milestone date is missed, the subsequent milestone dates will be adjusted accordingly in the Procurement Plan. The responsible parties ability to achieve the milestones prescribed in the plan will be measured and reported. Metrics will be measured and reported monthly, and include:

- Number of SO's provided to Modernization Partner
- By Task Order, the number of days required to approve SO and forward to Modernization Partner
- By Task Order, the number of days required to deliver Task Order Proposal to COTR and CO

- By Task Order, the number of days required for the appropriate Stakeholders/sponsor to review Task Order Proposal
- By Task Order, the number of revisions to Task Order Proposal required
- By Task Order, the number of days required to award Task Order
- Number of Task Orders approved
- Average number of days required to approve SO and forward to Modernization Partner
- Average number of days required to deliver Task Order Proposal to COTR and CO
- Average number of days required for the appropriate Stakeholders/sponsor to review Task Order Proposal
- Average number of days required to award Task Order
- Overall average number of days required from SO provided to Modernization Partner through Task Order award
- Number of revisions to key milestone dates/updates to Procurement Plan

Outcomes

As the Procurement Plan milestone dates are achieved by the responsible parties, SFA will be able to procure services from the Modernization Partner in a timely manner. Through the timely development and delivery of the SO, the Key Stakeholder, sponsor and the Modernization Partner will have a common understanding of the objectives, scope, timeframe, and key assumptions of the work to be completed. The Modernization Partner will provide timely delivery of a task order proposal which will meet the objectives, scope, and timeframe dictated by the SO. Upon the timely approval of the task order proposal by the Key Stakeholder, sponsor and the CO, the Modernization Partner will be able to deliver the services required by the Modernization Program to achieve its goals and objectives.

Key Assumptions

- Key Stakeholder and sponsor are responsible for obtaining project approval from the IRB.
- Key Stakeholder and sponsor are responsible for writing the SO and submitting to COTR and CO. As documented in the Blanket Purchase Agreement (BPA), the Modernization Partner may assist the Key Stakeholder or sponsor in the development of the SO if requested.
- The SO will include: objective, scope, outcomes, timeframe of work to be performed along with key assumptions, funding source, and sponsor identified.
- As stated in the BPA, it is the goal of SFA to maintain flexibility in the task order proposal request and development process. As such, the COTR, CO and Modernization Partner can negotiate the task order submission date based on the complexity of the SO as long as it is within the timelines prescribed by the Modernization Partner contract and it is documented in writing by the COTR or CO.
- No work is initiated or performed by the Modernization Partner prior to receiving authorization to proceed from the CO.

ATTACHMENT A
DRAFT PROCUREMENT PLAN